

Regional Service Coordinator Meetings May 2004

State Updates

- The “First Words” newsletter has been posted on the First Steps web site. The newsletter provides an update to insurance billing.
- The Department of Education is now keeping a database on the completion of transition meetings.
- The new federal poverty guidelines have been published. The CRO is in the process of changing the cost participation co-payments to match the new income guidelines.

Reminders:

- The Bureau of Child Development and UTS would appreciate your attention during the SC regional meetings. Please refrain from participating in other activities during the meeting, as we would like your active participation. While you may be able to multitask, the appearance is not professional and may be distracting. Please refrain from completing First Steps paperwork, as this would be perceived as a breach in confidentiality. Please remember to silence all cell phones and pagers.
- Please ensure that you provide accurate and up-to-date insurance information for families on your caseload. Insurance must be updated annually by completing the Insurance Supplement form and copying the insurance card.
- The SPOE database must include up-to-date and accurate diagnosis information. At intake, if a child has a diagnosis, the information is to be logged into the computer. If the child's diagnosis changes or a new diagnosis is provided, the ongoing SC is responsible to update the diagnosis with the SPOE for data entry. Changes or updates to the diagnosis are to be completed by submission of the Family Information Update form.
- Transition meetings are to be scheduled for **ALL** children at least 90 days prior to their 3rd birthday, but no sooner than 180 days prior to the child's third birthday. These meetings are to be held for children who **may or may not** be transitioning to Part B. The meeting should focus on activities and strategies to assist the child and family in a smooth transition out of First Steps. There are no valid excuses to delay or not conduct a transition meeting within the timelines. Make sure to take into account months with 31 days when figuring out your transition meeting timelines. (Parents who do not want to pursue Part B services, should still have a transition meeting.)